TEHATTA SADANANDA MAHAVIDYALAYA

A West Bengal State Govt. Alded Degree College

AFFILIATED TO UNIVERSITY OF BURDWAN

------*Estd.- 2013*------

P.O.- TEHATTA ✹ DIST.- PURBA BARDHAMAN ✹ PIN- 713122

M.:- 9831278235 ● E-mail :- tehatta.sadananda.mahavidyalay@gmail.com ●Website :- www.collegetsm.in

Ref.No.- TSM/Notice/July26/06/01 **Date: 06.07.2026**

Notice

In pursuance of Advisory No. 24-ACS-HED/2026 dated 02.07.2026 issued by the Higher Education Department, Government of West Bengal, and the subsequent Letter No. ED-142/2026 dated 03.07.2026 issued by the Directorate of Higher Education, Government of West Bengal, this is to inform all concerned that the College shall act in accordance with the said Advisory to ensure the safety and security of women students and to maintain a fear-free, safe, and inclusive campus environment.

All teaching staff, non-teaching staff, students, and other stakeholders are requested to extend their full cooperation in implementing the provisions of the Advisory and in fostering a secure, respectful, and conducive academic atmosphere within the College campus.

Principal 06.07.2026.
Tehatta Sadananda Mahavidyalaya

Tehatta Sadananda Mahavidyalaya ESTD. 2013 Burdwan 713122 P.O.-Tehatta

Principal
Tehatta Sadananda Mahavidyalaya
Tehatta, Purba Bardhaman

Government of West Bengal
Education Directorate
Bikash Bhawan, Salt Lake, Kolkata - 700 091

Memo No: ED- 142 /2026 Dated, Kolkata, the 3rd July, 2026

From: The Director of Public Instruction,West Bengal

To: The Principal/Teacher-in-Charge/Officer-In-Charge of Govt., Govt.-aided and erstwhile Sponsored Colleges of West Bengal.

Subject: Ensuring safety and security of women students and maintenance of fear-free campus environment in all HEIs/Advisory on Ensuring a Safe, Inclusive, Fear-free and Ragging-free Campus Environment for All Students in Higher Educational Institutions

Enclosed please find herewith the Advisory issued by the Additional Chief Secretary, Department of Higher Education vide Memo No. 245-ACS-HED/2026 dated 02.07.2026 regarding the subject mentioned above.

You are requested to peruse the said Advisory and take required actions i.r.o the action points mentioned in the said Advisory.

The matter is to be given TOPMOST PRIORITY.

Enclosure: As stated

M. Manna
Director of Public Instruction
West Bengal

Memo No: ED-142/1(5)/2026 Dated, Kolkata, the 3rd July, 2026

Copy forwarded for information for information to:

1. Additional Secretary, Department of Higher Education, Government of West Bengal, Salt Lake, Kol-91.
2. Joint Secretary (CG Branch), Department of Higher Education, Government of West Bengal, Salt Lake, Kol-91.
3. Private Secretary to the HMIC, Department of Higher Education, Government of West Bengal, Salt Lake, Kol-91.
4. Senior P.S to the Additional Chief Secretary, Department of Higher Education, Government of West Bengal, Salt Lake, Kol-91.
5. Guard File.

Director of Public Instruction
West Bengal

Government of West Bengal
Department of Higher Education
Bikash Bhavan, 6th Floor, Salt Lake, Kolkata – 700091

Memo No. : 24-ACS-HED/2026 **Date : 02/07/2026**

From:

The Additional Chief Secretary to the Government of West Bengal
Higher Education Department

To:

1. All Vice-Chancellors of State-aided Universities in West Bengal
2. All Principals / Teachers-in-Charge / Officers-in-Charge of Government and Government-aided Colleges in West Bengal

Subject: Ensuring safety and security of women students and maintenance of a fear-free campus environment in all Higher Educational Institutions / Advisory on Ensuring a Safe, Inclusive, Fear-free and Ragging-free Campus Environment for All Students in Higher Educational Institutions – regarding.

Sir/Madam,

The Higher Education Department has been consistently emphasizing that every Higher Educational Institution shall provide a safe, secure, inclusive and conducive academic environment for all students, particularly women students, enabling them to pursue their studies with dignity and without fear.

It has been considered necessary to reiterate that the safety, security and well-being of students shall receive the highest priority at every level of institutional administration. Every Head of Institution is expected to exercise constant vigilance and take all preventive and remedial measures necessary to ensure that no incident affecting the safety, dignity or mental well-being of any student occurs within the campus, hostel or any other institutional premises.

The Higher Education Department has observed that every Higher Educational Institution must remain a place of learning founded upon the Constitutional values of dignity, equality, safety, mutual respect and non-discrimination. Every student, particularly newly admitted students and students from vulnerable backgrounds, must be able to pursue higher education in an atmosphere free from fear, intimidation, harassment, discrimination, sexual misconduct and ragging.

The Hon'ble Supreme Court of India has repeatedly emphasized that educational institutions have an affirmative duty to prevent ragging and to ensure the safety and dignity of students. The UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, together with subsequent advisories, make these responsibilities mandatory for every institution. The recommendations of the R.K. Raghavan Committee further require institutions to adopt preventive, monitoring and corrective mechanisms with zero tolerance towards ragging. Further, every institution is required to comply with the applicable provisions relating to prevention of sexual harassment, gender sensitisation, student welfare and institutional accountability, including the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

Accordingly, all Universities, Government Colleges, Government-aided Colleges, Engineering and Technical Institutions and other Higher Educational Institutions under the administrative control of the Higher Education Department are requested to undertake an immediate review of the existing institutional arrangements relating to campus safety and ensure strict compliance with the provisions of the above-mentioned Acts and Regulations, the instructions issued by this Department vide Memo No. 30(23)-SSS(A/CS/T)/2023 dated 14.08.2023, and the revised procedure for Anti-Ragging Undertaking issued by UGC vide D.O. F. No. 1-15/2009(ARC)PT.III dated 12th June, 2023, besides other orders issued from time to time.

The Heads of Institutions are requested to ensure, inter alia, that:

I. ZERO TOLERANCE POLICY

Every institution shall adopt and prominently publicise a Zero Tolerance Policy against ragging in any form, sexual harassment, gender-based violence, bullying (including cyber-bullying), stalking, intimidation, threats, and discrimination on any ground. Every student shall be informed that such acts shall invite strict disciplinary, administrative and legal action.

II. SAFE AND FEAR-FREE CAMPUS

Every institution shall ensure a safe academic environment for students, safe classrooms, laboratories, libraries, hostels and common areas, adequate lighting in all campus areas, functional CCTV surveillance at vulnerable locations while respecting privacy, safe transport arrangements, proper security deployment especially during evening hours, and well-maintained complaint and emergency response mechanisms. Adequate institutional arrangements shall be in place for ensuring the safety and security of women students within the campus and hostels, including appropriate security deployment, proper

illumination of vulnerable locations, functional CCTV surveillance, regulated access to hostel premises and effective emergency response mechanisms.

III. WOMEN'S SAFETY MECHANISMS

Every institution shall ensure that the Internal Committee under the applicable law (POSH Act) is duly constituted and functional, the Gender Sensitisation Cell/Women Development Cell remains active throughout the year, confidential reporting mechanisms are available, and every complaint is handled with confidentiality, sensitivity, fairness, and protection from retaliation.

IV. ANTI-RAGGING MECHANISM

The Head of Institution shall ensure functional Anti-Ragging Committee, Anti-Ragging Squad carrying out regular surprise inspections, faculty mentoring of freshers, hostel monitoring & ensuring placement of Hostel Wardens & Matrons, orientation programmes for freshers and senior students, and immediate reporting of serious incidents to police wherever required by law.

UGC Directive on Online Anti-Ragging Undertaking (D.O. F. No. 1-15/2009(ARC)PT.III dated 12th June, 2023):

As per UGC's revised procedure, the process of filing Anti-Ragging Undertaking has been made completely online. Anti-Ragging Undertaking must be filled by students and parents/guardians online at http://www.antiragging.in only. No hard copies or affidavits shall be accepted. Institutions must submit compliance on https://www.antiragging.in/compliance_desclaimer.html. Soft copies of Anti-Ragging Posters must be displayed prominently. For queries, contact National Anti-Ragging Helpline: 1800-180-5522 or helpline@antiragging.in.

V. STUDENT SUPPORT

Utmost priority shall be given to safety, discipline and overall well-being of students. Institutions should provide student counselling services, mental health support, peer mentoring, faculty advisors, grievance redress mechanisms, and special support for first-generation learners and students from vulnerable backgrounds.

VI. ROLE OF PARENTS AND GUARDIANS

Parents and guardians are integral partners in creating a safe, respectful and ragging-free campus environment. They are advised to submit the online Anti-Ragging Undertaking at http://www.antiragging.in, sensitise their ward, report incidents promptly to the Anti-Ragging Committee or National Helpline (1800-180-5522), maintain regular contact with the student, cooperate with the institution, promote dignity and respect, discourage ragging culture, and stay informed about the institution's policies and legal consequences.

VII. GENDER SENSITISATION

At least once every semester, institutions should organise programmes on gender equality, respectful behaviour, digital safety, prevention of sexual harassment, Constitutional values, and legal consequences of ragging and violence. Stakeholders viz., representative of the Superintendent of Police of the concerned district and the District Legal Services Authority (DLSA) may be requested to enlighten the participants in order to ensure a significant outcome.

VIII. DIGITAL SAFETY

Institutions shall take prompt action against cyber bullying, morphing of photographs, online stalking, anonymous abuse, and social media harassment of students. Regular liaisoning with Cyber Crime branch of the concerned Police District/ local Police Station is desired.

IX. RESPONSIBILITY OF HEAD OF INSTITUTION

The Vice-Chancellor/Principal/Officer-in-Charge shall personally ensure active monitoring of campus safety, timely disposal of complaints, prompt disciplinary proceedings wherever warranted, reporting of serious incidents to competent authorities, and regular review meetings regarding campus safety. The Head of the Institution shall personally review the functioning of the aforesaid mechanisms at regular intervals and ensure that any deficiency noticed is immediately rectified. Any avoidable lapse or negligence in ensuring the safety and security of women students shall be viewed seriously. Failure to exercise due diligence may attract responsibility under applicable statutory provisions and regulatory requirements.

X. EMERGENCY RESPONSE

Every institution shall prominently display Police emergency numbers, Women's Helpline, Anti-Ragging Helpline (1800-180-5522), Institutional grievance contacts, Internal Committee contact details, and Hostel Wardens' & Matrons' contact numbers.

XI. PERIODIC REVIEW

The Head of Institution shall review campus safety at least once every quarter and ensure compliance with all statutory requirements relating to student safety, anti-ragging measures and prevention of sexual harassment. Additionally, a comprehensive 6-monthly evaluation of the Campus Safety, Women Safety & Anti-Ragging Institutional Scorecard (Annexure – II) shall be conducted by the Head of Institution and a consolidated report submitted to the Higher Education Department.

ACTION TO BE TAKEN

All Universities and Colleges are requested to:

1. Circulate this Advisory among all faculty members, officers, non-teaching staff and students for information and strict compliance.
2. Display it prominently on institutional notice boards and websites.
3. Conduct a special awareness programme within 30 days, including sensitisation on POSH Act and Raghavan Committee recommendations.
4. Review the constitution and functioning of all statutory committees and ensure gender-neutral implementation of the Advisory.
5. Ensure that all students and parents/guardians submit the Anti-Ragging Undertaking online athttp://www.antiragging.in and that no hard copy/printed affidavit is accepted, in accordance with the UGC directive dated 12th June 2023. Submit institutional compliance on the designated portal.
6. Submit a compliance report to the Higher Education Department within 30 days.
7. Conduct 6-monthly evaluation of the Campus Safety Scorecard (Annexure-II) and submit a consolidated report to the Higher Education Department.

Needless to mention, every Higher Educational Institution is expected to maintain a campus atmosphere that is free from fear, intimidation, harassment, discrimination and ragging, so that all students—especially women students and freshers—are able to participate fully in academic, research, co-curricular and extracurricular activities with confidence and dignity. The Department expects all institutional authorities to exercise the highest degree of vigilance in this regard. This issues with the approval of the competent authority.

Yours faithfully,

02/07/26

Additional Chief Secretary
Higher Education Department
Government of West Bengal

Memo No. : 24/1(8) – ACS – HED/2026 **Date : 24/07/2026**

Copy forwarded for information and necessary action to:

1. The Principal Secretary, Department of Home & Hill Affairs, Government of West Bengal
2. The Principal Secretary, Department of Technical Education, Training & Skill Development, Government of West Bengal
3. The Secretary, Department of Women & Child Development & Social Welfare, Government of West Bengal
4. The Senior Special Secretary, University Branch, Department of Higher Education, Government of West Bengal for circulation to all Universities and for monitoring and ensuring necessary compliance.
5. The Director of Public Instruction, Government of West Bengal for circulation to all Government and Government-aided Colleges and for monitoring and ensuring necessary compliance.
6. The Director of Technical Education, Government of West Bengal for circulation to all Government Engineering Colleges under their jurisdiction and for monitoring and ensuring necessary compliance.
7. PS to Hon'ble Minister-in-Charge, Department of Higher Education, Government of West Bengal
8. PS to Hon'ble Minister of State, Department of Higher Education, Government of West Bengal

02/07/26

Additional Chief Secretary
Higher Education Department
Government of West Bengal

ANNEXURE – I

Institutional Compliance Checklist on Women Safety, Fear-Free Campus and Anti-Ragging Measures

Name of Institution: _____

District: _____ University (if applicable): _____

Name & Designation of Head of Institution:

_____

Date of Compliance Report: _____

The Head of Institution shall certify compliance against the following:

Sl. No.	Compliance Module	Status (Yes/No/Partly)	Remarks
A. Institutional Governance			
1	Institutional Zero Tolerance Policy on Ragging, Sexual Harassment and Gender-based Violence has been notified and displayed.		
2	Advisory circulated among all students, faculty and staff for information and strict compliance.		
3	Advisory uploaded on institutional website.		
B. Statutory Committees			
4	Anti-Ragging Committee duly constituted and functional.		
5	Anti-Ragging Squad constituted and conducting periodic inspections.		
6	Internal Committee (Sexual Harassment) duly constituted as per POSH Act.		
7	Grievance Redressal Committee functional.		
8	Women's Development Cell/Gender Sensitisation Cell functional.		
C. Student Safety Measures			
9	Adequate campus lighting available in all vulnerable locations.		
10	CCTV surveillance installed at strategic public locations.		
11	Security personnel deployed adequately, including during evening hours.		
12	Hostels regularly supervised by Wardens/Resident Staff (including Matrons where applicable).		
13	Emergency contact numbers prominently displayed across campus.		
D. Anti-Ragging Measures & UGC Online Compliance			
14	Anti-ragging orientation conducted for newly admitted students.		
15	Awareness programme conducted for senior students.		
16	Anti-ragging undertakings obtained online from students and parents/guardians at antiragging.in (no hard copy accepted, as per UGC directive dated 12th June 2023).		
17	Surprise inspections conducted in hostels and vulnerable areas.		
18	Compliance submitted by institution on antiragging.in compliance portal.		
E. Women Safety & Gender Sensitisation			
19	Gender sensitisation programmes organised during the current academic year (with involvement of SP representative and DLSA where possible).		
20	Confidential complaint mechanism available.		
21	Time-bound enquiry mechanism established for complaints.		
F. Student Well-being			
22	Counselling/mental health support available to students.		
23	Faculty mentor/Student mentoring system operational.		

Sl. No.	Compliance Module	Status (Yes/No/Partly)	Remarks
24	Mechanism exists to support distressed or vulnerable students.		
G. Role of Parents & Guardian Engagement			
25	Parents/guardians informed of their responsibility to submit online Anti-Ragging Undertaking at antiragging.in at the time of admission.		
26	Orientation programme for parents/guardians conducted at the time of admission.		
27	Mechanism exists for parents/guardians to report complaints to Anti-Ragging Committee or helpline.		
H. Cyber Safety			
28	Mechanism exists to report cyber bullying, online harassment and stalking. Regular liaison with Cyber Crime branch of local Police maintained.		
29	Students sensitised regarding safe use of social media and digital platforms.		
I. Monitoring & Review (including 6-monthly Scorecard Evaluation)			
30	Quarterly review of campus safety conducted by the Head of Institution.		
31	Record of complaints maintained confidentially.		
32	Action Taken Reports maintained and reviewed periodically.		
33	Serious incidents reported promptly to competent authorities wherever required.		
34	6-monthly evaluation of Campus Safety Scorecard (Annexure-II) conducted and report submitted to Higher Education Department.		
35	Campus declared free from ragging and committed to maintaining a safe, inclusive and fear-free environment.		

CERTIFICATION

I hereby certify that the above information is true and correct to the best of my knowledge. The Institution has taken all necessary measures to ensure a safe, inclusive, gender-sensitive, fear-free and ragging-free campus in accordance with the applicable laws, regulations and the Advisory issued by the Higher Education Department, Government of West Bengal. All faculty, staff and students have been sensitised on POSH Act, Raghavan Committee recommendations and the revised UGC online Anti-Ragging procedure. 6-monthly evaluation of the Safety Scorecard has been / will be conducted as required.

I further undertake that any incident relating to ragging, sexual harassment, gender-based violence or threats to student safety shall be dealt with promptly, fairly and strictly in accordance with law, and shall be reported to the competent authorities wherever required. The undersigned shall personally review the functioning of all mechanisms at regular intervals.

Institution Seal

Signature of the Head of Institution

_____

Name: _____

Designation: _____

Date: _____

ANNEXURE – II

Campus Safety, Women Safety & Anti-Ragging Institutional Scorecard (100 Marks)

Note: This Scorecard shall be evaluated comprehensively every 6 months by the Head of Institution and a report submitted to the Higher Education Department through the University Branch / Office of the DPI / Office of the DTE.

Institution Name: _____ District: _____

Date of Assessment: _____ Assessed by: _____

A. Leadership & Governance (15 Marks)

Parameter	Marks
Zero Tolerance Policy formally adopted and displayed	3
Regular review by Vice-Chancellor/Principal/OIC (including 6-monthly Scorecard evaluation)	3
Campus Safety Committee meets every quarter	3
Safety Advisory circulated to all stakeholders	3
Safety information displayed on website and notice boards	3
Subtotal: ____ /15	

B. Statutory Compliance (20 Marks)

Parameter	Marks
Anti-Ragging Committee functional	4
Anti-Ragging Squad active	3
Internal Committee properly constituted	4
Grievance Redressal Committee functional	3
Women's Development/Gender Sensitisation Cell active	3
Mandatory registers and records maintained	3
Subtotal: ____ /20	

C. Campus Infrastructure & Physical Safety (20 Marks)

Parameter	Marks
Adequate campus lighting	4
CCTV at strategic locations	4
Security personnel deployed	3
Safe hostel arrangements (with Wardens & Matrons)	3
Emergency response mechanism	3
Barrier-free and safe access for women and persons with disabilities	3
Subtotal: ____ /20	

D. Student Welfare & Prevention (20 Marks)

Parameter	Marks
Anti-ragging orientation for freshers	4
Gender sensitisation programmes (with SP & DLSA involvement where possible)	4
Student counselling/mental health support	4
Faculty Mentor/Mentee system	4
Student awareness programmes on cyber safety and legal rights	4
Subtotal: ____ /20	

E. Parental Engagement (5 Marks)

Parameter	Marks
Parents/guardians informed and online undertaking obtained via antiragging.in	2
Parental orientation/awareness programme conducted at time of admission	2
Grievance reporting channel communicated to parents/guardians	1
Subtotal: ____ /5	

F. Complaint Redressal & Incident Response (15 Marks)

Parameter	Marks

Confidential complaint mechanism	3
Time-bound disposal of complaints	4
Survivor-centred approach and victim support	3
Reporting of serious incidents to competent authorities	3
Action Taken Reports maintained	2
Subtotal: ____ /15	

G. Innovation & Best Practices (5 Marks)

Parameter	Marks
Campus Safety Mobile App/QR-based complaint system	1
Student Safety Ambassadors/Peer Volunteers	1
Self-defence training for women students	1
Annual Campus Safety Audit	1
Innovative awareness campaigns and partnerships with Police/Health Department/NGOs/DLSA	1
Subtotal: ____ /5	

OVERALL SCORE

Total Marks Obtained	Grade	Compliance Status
90–100	A+	Excellent
80–89	A	Very Good
70–79	B+	Good
60–69	B	Satisfactory – Improvement Required
Below 60	C	Unsatisfactory – Immediate Corrective Action Required

MANDATORY RED FLAG INDICATORS

Irrespective of the score obtained, the institution shall be treated as "Non-Compliant" if any of the following exists:

- Internal Committee not constituted.
- Anti-Ragging Committee not constituted.
- Any pending complaint beyond the prescribed timeline without recorded reasons.
- Failure to report serious cognizable offences to the appropriate authority.
- Failure to provide protection against victimisation or retaliation.
- Campus found to have recurring incidents of ragging or sexual harassment attributable to institutional negligence. Online Anti-Ragging Undertakings not obtained from students and parents/guardians as per UGC directive dated 12th June 2023.
- 6-monthly evaluation of Safety Scorecard not conducted or report not submitted to the Department.

CERTIFICATION BY HEAD OF INSTITUTION

I certify that the information furnished above is true and correct. I understand that the Higher Education Department may verify the above particulars through inspection, records, student feedback or any other appropriate mechanism, including verification of 6-monthly Scorecard evaluations. I further undertake to maintain a safe, inclusive, fear-free and ragging-free campus and to ensure strict compliance with all applicable laws, regulations and Government advisories. All faculty, staff and students have been sensitised on POSH Act, Raghavan Committee recommendations and the revised UGC online Anti-Ragging procedure. 6-monthly evaluations of this Scorecard shall be conducted regularly and reports submitted to the Department.

Signature of Vice-Chancellor / Principal / Officer-in-Charge

Institution Seal

_____

Name: _____

Designation: _____

Date: _____